

Report for Week Ending 13 April 1959
From
RECORDS CENTER

During the week the following accessions were made:

PERSONNEL	12 cu ft
COMPTROLLER	2 " "
OPERATIONS	1 " "
DCI	2 " "
OCR	3 " "
	<u>Sub-Total:</u> 20 cu ft
Finished Intelligence	102 " "
	<u>Total :</u> 122 cu ft
Map Negatives	1,490 cu ft
Records Holdings	29,877 " "
Distribution Material Holdings	12,535 " "
	<u>Total :</u> 43,902 cu ft
Distribution Material Disposed of at Center	13 cu ft
Distribution Material Transferred from Center	4 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	5 " "
	<u>Total :</u> 22 cu ft

Accessioning and Disposal

The maps are being received as scheduled from [redacted]

25X1

A total of 88 cubic feet of records was destroyed by burning. This leaves an accumulation of 925 cubic feet in the disposal area.

Reference

Normal.

News

[redacted] 25X1

Visitors

25X1

[redacted]

RMS

[redacted] 25X1

Report for Week Ending 15 April 1959
from
[redacted]

25X1

1. Contributions

- a. Evaluated Employee Suggestion 59-364 on the use of "Data-Guides" as reference aids for typists and writers. Recommended its adoption.

25X1

- b. Briefed [redacted] of the Records Center on organization and functions of the Management Staff and development of the Records Management Program.

2. Assignments - Active

- a. Courier Receipt and Chain Envelope - Continued to receive requests for copies of instructions on the receipts and envelopes. Seven offices have been sent a total of 98 copies.
- b. Graphics Register Film Index - Arranged for the loan of a Diebold 5400 card elevator file for testing and comparison with the Mosler Revo-File now being used by Graphics Register.
- c. Overnight Storage Box.
- d. DD/P Records Management Training Program - Requisitions for workshop materials were sent from OTR to Logistics.
- e. Revision of RMS Position Descriptions - Reviewed with [redacted] drafts of the proposed descriptions. Drafts were accepted and are now under consideration by Wage and Salary Division.

25X1

3. News

- a. Thirteen Records Management Staff people (including RI trainees) attended last Friday's management lecture.
- b. Collaborated with Dorothy Luttrell, Internal Revenue Service, on a revision of the foreword for the U. S. Government Correspondence Manual, and on a letter that will transmit the manual to Agency heads for review.
- c. Collaborated with Leo Gerald (Commerce) and Russ Hess (HEW) in developing a slate of nominees for next year's IRAC steering committee.

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